

ARIZONA DEPARTMENT OF EDUCATION

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Superintendent of
Public Instruction



STATE OF ARIZONA

School Finance
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SCHOOL FINANCE MEMORANDUM 03-043

TO: School District Superintendents, Principals, and Head Teachers

FROM: Maggie Singler

DATE: April 14, 2003

SUBJECT: April 15, 2003 Basic Calculations for Equalization Assistance Report (APOR 55 – 1) and Additional State Aid Detail Report (APOR 64)

The April 15, 2003 APOR55-1 & 64-1 apportionment reports for school districts are posted on each district's home page on the ADE web site (<http://www.ade.az.gov/districts/default.asp>). If you need help finding, viewing or saving these reports please contact your county's Regional Training Center (RTC) <http://www.ade.az.gov/rtc>. If you have any questions regarding the content of your reports, please contact me (602) 542-8244 or e-mail <mailto:msingle@ade.az.gov>.

"FY 2002-2003 REQUEST FOR ADVANCE BASED ON GROWTH" forms received by March 29, 2003 were processed for the April 15, 2003 payment. Growth Advances are now being calculated based on 100th day ADM. Additionally, School Finance Memo 03-016 provides (<http://www.ade.az.gov/schoolfinance/Memos/FY2002-2003/03016.pdf>) requirements for submitting a revised budget relative to growth. On April 21, 2003 a preliminary APOR55-2 (Growth calculation) will be available online at <http://ade.az.gov/districts> for those districts providing their 100th day ADM via the common logon. (See letter from Vicki Salazar dated April 4, 2003, <http://www.ade.az.gov/schoolfinance/BulletinBoard/DistADMCountsMemo.pdf>)

Check your district's budget processing status, Summary Status and Submitted File Status at <http://www.ade.az.gov/budget> for more detailed information on submitted and processed budget files. If prior budget versions (proposed, adopted, revised 1, etc.) have not successfully processed, your revised budget will reject when submitted. Please be sure the district-wide budget, the school-by-school budget, worksheets, Revenue Budget, have processed for your district. (Upload all budget files at <http://www.ade.az.gov/budget>. **COMMON LOGON** username and password are required.) If you need assistance uploading budget items, contact a Regional Training Center (RTC) at <http://www.ade.az.gov/rtc>. **Check the School Finance Bulletin Board for important budget file information before uploading any budget related file(s). You must check the submitted file status to verify your most recent budget worksheets submitted have processed. The New Budgets Processed status page will not show which worksheets processed, only that a worksheet file has processed.** Please call Rachel Meier at (602) 364-1990 (<mailto:rmeier@ade.az.gov>) or Lyle Friesen at (602) 542-4351 (<mailto:lfriese@ade.az.gov>) with questions or for assistance.

Direct any questions regarding 40th or 100th day Average Daily Membership or Special Education Census data to the main School Finance number, (602) 542-5695 or e-mail to <mailto:schoolfinance@ade.az.gov>.

Adjustments for Route Miles based on Comparative Miles Report (available on each district's home page on ADE web site <http://www.ade.az.gov/districts/>) were included in April's payment. Please contact Shirley Willis (602) 542-8245, <mailto:swillis@ade.az.gov> if you have questions or concerns regarding your district's transportation reports. Adjustments to the BSL for audit service expenditures; eligibility for Rapid Decline and Type 03 Tuition will be revised for May apportionment calculation.

cc: County School Superintendents

April 15, 2003